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CSM
13 Sep 99

From: Pay Pool Managers, Marine Corps Systems Command

Subj: LETTER OF INSTRUCTION FOR THE CONTRIBUTION-BASED
COMPENSATION AND APPRAISAL SYSTEM (CCAS) TIMELINE

Ref: (a) MARCORSYSCOM Operating Procedures dated 6 May
1999

(b) OPM Federal Register dated January 8, 1999

1. Purpose. To publish the timeline for the Contribution-based compensation and appraisal system (CCAS).
2. Background. The normal CCAS cycle is 1 October to 30 September of each year. Because MARCORSYSCOM implemented the demonstration project 14 February 1999, the evaluation cycle for this year is 14 February 1999 to 30 September 1999.
3. Information. The timeline is constructed following guidance provided in references (a) and (b). The CCAS evaluation system is applicable to all civilian personnel assigned to the demonstration project. Included in the timeline are data calls to verify the exact membership of each pay pool. Current employee information is essential for interface of pay pool data results with Defense Civilian Personnel Data System (DCPDS). Data calls will include verification of employees location, broadband level, career path, and presumptive ratings due to circumstance (i.e., long-term training, LWOP, sick leave).
4. Timeline.

ACTION	TASK	TIME PERIOD
	First CCAS Rating Cycle	14 Feb-30 Sep
CSM	DATA CALL: Provide Demo data to each PM/Dir for review/correction	1 Sep
Supervisors	Notify employee(s) to complete PART III, Employee Self-Assessment Form	7 Sep
PM/Dirs	DATA CALL: Return revised list of Demo data to CSM, via email, to the attn of Ms.Seay or Ms. Patton	8 Sep
CSM	Identify Demo employee discrepancies between DCPDS and PM/Dir submission	15 Sep
CSM	Submit reassignment personnel actions to CHRO	21 Sep
Supervisors	Communicate CCAS expectations of contribution for the next appraisal cycle - career path, broadband level and factors to employees	1-29 Oct

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ACTION	TASK	TIME PERIOD
Employees	Complete PART III, self-assessment form, and provide to supervisor	5 Oct
Supervisors	Complete PART II Supervisor Assessment and matrix for each employee; prepare CCAS Salary Appraisal Form; justification for Commanders Distinguished Performance Award	Complete prior to sub-pay pool panel meeting
PM/Dirs	Conduct sub-pay pool panel meetings - consolidate matrix charts and assign preliminary OCS-recommended contribution award and/or time-off award up to 40 hours	13 Oct-12 Nov Specific schedule to be developed/coordinated with Lee Cohen
CSM/CRC	Provide sub-pay pool data to PPMs and panel members	15 Nov
PPMs & Panel Members	Pay Pool Meetings Review assessments, recommended awards and assign OCS - complete CCAS Salary Appraisal Form Review pay pool structure for next evaluation cycle	Pay Pool A 22 Nov & 1 Dec Pay Pool B 23 Nov & 2 Dec
Data Maintainers	Generate pay pool results - plotting, charts, dollars, etc.	3 Dec
PPMs	Assessment of pay pool panel members	6 Dec
Data Maintainer	Consolidate total pay pool results	7 Dec
PPMs	Pay Pool Managers Meeting - review results of both pay pools for consistency - PPMs sign CCAS Salary Appraisal Form Determine/announce pay pool structure revisions and use of weight factors (if applicable)	8 & 9 Dec
Supervisors	Communicate final OCS, factor scores and pay adjustments and/or leave award to employee; and potential opportunities for increasing contribution for the new appraisal period	10 - 31 Dec
Data Maintainers	Document final results - Export Data	10 Dec

5. Point of contact is Shelley Seay, CSM, ext. 4-4321.

/s/

L. P. KREITZER

/s/

J. D. ROBUSTO